



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1520.40B
BUMED-M09BMSC
1 Nov 2004

BUMED INSTRUCTION 1520.40B

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel
Subj: MEDICAL SERVICE CORPS (MSC) DUTY UNDER INSTRUCTION (DUINS)
PROGRAMS

Encl: (1) Full-time Outservice Training (FTOST) DUINS Programs
(2) Full-time Inservice Training (FTIST) DUINS Programs
(3) Sample Application for DUINS
(4) DUINS Process Flow Diagram
(5) Sample Application for Director's Training

1. Purpose. To issue specific policies, available curricula, eligibility requirements, and application procedures for the MSC full-time training programs.

2. Cancellation. BUMEDINST 1520.40A.

3. Scope. This instruction outlines education and training opportunities for MSC officers at civilian educational institutions, military facilities, federal agencies, and civilian organizations.

4. Program Objectives. The program is designed to maintain the professional standards required of Naval officers and to remain abreast of new concepts and technologies in health care sciences and administration. MSC officers are strongly encouraged to continue their education and training to meet changing service needs.

5. Curricula Available. Enclosures (1) and (2) are representative lists of programs available to meet present requirements. Assignment of MSC officers to full-time courses of instruction normally is restricted to a maximum of 2 years for a master's degree and 3 years for a doctoral degree or academic equivalent. Officers are expected to prepare themselves in such a way and budget their time in such a manner that they will be able to complete the approved program in the prescribed time. If an extension beyond the approved period is deemed necessary, the officer must send a formal request to the Commander, Naval Medical Education and Training Command (NMETC), Code 0GMSC, 8901 Wisconsin Avenue, Bethesda, MD 20889-5611. Extensions will only be granted in the most extenuating circumstances, where the benefit to the Navy clearly outweighs the cost.

6. DUINS Programs

a. Application Procedures for DUINS

(1) Applications for DUINS programs must be submitted to NMETC (Code 0GMSC), via the applicant's commanding officer. The forwarding endorsement must include an

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evaluation of the applicant's aptitude, initiative, and potential for completing the requested training. A statement certifying the applicant is within height and weight standards and successfully passed the last physical readiness test (PRT) is also required. Application due date will be announced annually in February. Normally applications will be due on or about 1 July. Officers transferring to DUINS require 24 months on station before a permanent change of station (PCS) move from a shore activity. Applicants must be able to complete full sea or overseas tour. Timeliness of the application is critical. NMETC will coordinate to receive the endorsement of the respective specialty leader.

(2) The DUINS board will meet in the fall to consider training requests for DUINS programs beginning in the summer and fall of the following year. This process is a key element in the detailing process for all members of the MSC.

(3) The following information must be in all DUINS training requests:

(a) Applicant's letter in the format shown in enclosure (3) of this instruction is available at: <http://navymedicine.med.navy.mil/default.cfm?seltab=directives> (choose the sample formats tab). Be sure to include:

1. The name and address of the institution. Alternate choices should be submitted.

2. The exact dates of program commencement and completion.

3. The estimated costs of tuition, registration fees and textbooks for each term.

(Note: Cost of textbooks is for record purposes only and is not a reimbursable expense.)

4. In all applications where the attainment of a degree is indicated, the following statement must be included: "To the best of my knowledge and belief, approval of this request will enable me to complete the requirements for the (master or doctoral) degree within the period of time stated.

(b) Commanding officer's endorsement.

(c) Motivational statement (explanation of why you are applying for training and your qualifications).

(d) An acceptance letter from the educational institution. Since a letter of acceptance may not always be obtained from the college or university in sufficient time to meet the above deadline, a provisional or conditional acceptance letter or statement from the institution indicating the applicant meets the minimum requirements for admission will suffice.

(e) A resume of academic background with certified true copy of transcripts for all completed formal college courses.

(f) A certified copy of either the Graduate Management Admission Test (GMAT) or Graduate Record Examinations (GRE) scores are required for all academic DUINS programs.

An acceptable GMAT score would be approximately 500 and an acceptable GRE score would be approximately 1,000 (combined verbal and quantitative). Test scores must be within 5 years of the DUINS board convening date.

(g) The title of the curriculum or course desired. An alternate related curriculum may be listed. Include a program description, curriculum outline indicating educational emphasis with minor or area of concentration. In calculating program duration be sure to include, as applicable, residency requirement and completed and approved thesis or dissertation. Not applicable for FTIST.

(h) Letters of recommendation.

(i) Other supportive documents (i.e., certificates, awards, etc.).

1. Army-Baylor Masters of Health Administration Program. Applicants must have a letter of acceptance or a conditional letter of acceptance from Army-Baylor stating the applicant meets minimum requirements for admission before the DUINS Board convenes. To obtain a letter of acceptance forward application for admission to: U.S. AMEDD Center and School, MCCS-HRA, 3151 Scott Road, Fort Sam Houston, TX 78234-6135.

2. Naval Postgraduate School (NPS), Monterey, CA. Candidates must have an academic profile code (APC) for the program they are applying for. In this regard, applicants shall forward all of their transcripts to NPS, Monterey for review and assignment of an APC before requesting consideration for NPS selection. Transcripts should be mailed to: Director of Admissions, Code 62, Naval Postgraduate School, 589 Dyer Road, Room 103C, Monterey, CA 93943-5100. Candidates for the Education and Training Management Specialist (ETMS) Program do not require an APC, but require a GMAT or GRE. Before requesting an NPS program, applicant should have some experience, if possible, within the specialty being requested, to allow for familiarization of program and specialty requirements.

(4) Incomplete applications will not be forwarded to the DUINS Board. The content of the DUINS application is the applicant's responsibility just as it is the applicant's responsibility to ensure that their officer summary record (OSR) and performance summary record (PSR) are complete and up-to-date before the DUINS Board convenes. Enclosure (4) provides the DUINS process flow diagram.

7. Director's Training

a. Director's Training fulfills unique requirements within the Navy Medical Department on a year-to-year basis. They are intended to provide selectees "just in time," "state of the art" training to meet a specific need within Navy Medicine. They are usually 1 year in length and have a pre-determined follow-on tour identified.

b. Director's Training opportunities are announced annually in the same manner and time as the MSC DUINS announcement on Navy Knowledge Online (NKO). The NKO is available at <https://wwwa.nko.navy.mil/>. To access NKO, you will need to log in, once you have logged in,

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look on the left-hand side of the page, scroll down to Pages - under Pages, select - Communities of Practice, then select - medical, then at the top of the page, select Medical Service Corps, under Educational Opportunities, select - MSC Education & Training Programs. Individuals interested in applying for a Director's Training opportunity should submit their application package to Commander, Naval Medical Education and Training Command (Code 0GMSC), 8901 Wisconsin Avenue, Bethesda, MD 20889-5611. A sample application is provided in enclosure (5) and also available at: <http://navymedicine.med.navy.mil/default.cfm?seltab=directives> (choose the sample formats tab). Applications are submitted in conjunction with the MSC DUINS Board each fall. Selectees will be notified in early October.

8. Professional Service Schools and Colleges

a. There are several options available for training at service schools and colleges each year as indicated below:

(1) College of Naval Warfare for grades of commander (CDR) and captain (CAPT) is located in Newport, RI with offerings in November, March, and August. Masters of Arts in National Security and Strategic Studies conferred upon graduation.

(2) College of Naval Command and Staff for grade of lieutenant commander (LCDR) is located in Newport, RI with offerings in November, March, and August. Masters of Arts in National Security and Strategic Studies conferred upon graduation.

(3) Army Command and Staff for grade of LCDR is located in Fort Leavenworth, KS commencing in June. Masters of Military Arts and Sciences conferred upon graduation.

(4) Air War College for grades of CDR and CAPT is located in Montgomery, AL commencing in June. Masters in Strategic Studies conferred upon graduation.

(5) Industrial College of the Armed Forces and National War College for grades of CDR and CAPT is located in Washington, DC commencing in June. Masters of Science in National Resource and Security Strategy conferred upon graduation.

(6) United States Marine Corps Command and Staff for grade of LCDR is located in Quantico, VA commencing in August. Masters in Military Studies conferred upon graduation.

(7) Expeditionary Warfare School for grade of lieutenant (LT) and above is located in Quantico, VA commencing in August.

b. More specific information and the nomination process for service schools and colleges may be obtained from the MSC assignment officers at Navy Personnel Command (PERS-4415).



B. G. BRANNMAN
Director, Medical Service Corps

Available at: <http://navymedicine.med.navy.mil/default.cfm?selTab=Directives>

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FULL-TIME OUTSERVICE TRAINING (FTOST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300 2305	LTJG thru LCDR	Health Care Administration

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Health Care Administration, (HCA) Ph.D.	Varies	Up to 36 months	Accredited Colleges and Universities

The doctoral program is conducted at a major college or university having a program in HCA, public health, public administration, public policy, or other programs endorsed by the HCA specialty leader and BUMED (M09BMSC). The program length is normally 36 months and includes academic study and a completed, defended, and signed dissertation. Applicants must include, as part of their DUINS application, their area of concentration or minor. A focus on research methods and quantitative analysis is strongly encouraged. GMAT/GRE scores, regardless of program requirement, must be submitted with the DUINS application. GMAT/GRE scores must be no more than 5 years old at the time the DUINS Board convenes.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

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FULL-TIME OUTSERVICE TRAINING (FTOST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300 2305	LTJG thru LCDR	Health Care Administration

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Health Care Administration (Masters Degree)	Varies	Up to 24 months	Accredited Colleges and Universities

This master's program is conducted at a major university having a program in HCA approved by the Accrediting Commission on Education for Health Services Administration. Alternatively, a Masters of Business Administration with concentration in health care administration and accredited by the American Assembly of Collegiate Schools of Business or a Masters in Public Health with concentration in HCA and accredited by the Council on Education for Public Health is acceptable. In either cases the program is 24 months in duration and includes one academic year of study and 1 year of supervised administrative residency or internship or 2 years of academic study without residency. Selection of the training institution and place of administrative residency, which may be in a civilian or naval institution, will be determined by past professional and academic performance, academic program needs, and needs of the service. Possession of a baccalaureate degree from an accredited college or university is required.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

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FULL-TIME OUTSERVICE (FTOST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG	Health Care Sciences
2305	thru LCDR	Health Care Clinical Care

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Health Care Sciences and Clinical Care Specialties (Doctoral Level Degree)	Varies	Up to 36 months	Accredited Colleges and Universities

There are a number of doctoral degree requirements in various specialties of the MSC. Such requirements are predicated upon the needs of the specialty and the service. A particular college or university program may be requested but the determination of what constitutes an acceptable program will be made by the MSC DUINS Selection Board. This determination is influenced by the institution, course or curriculum available, location, degree, and requirements in specialties.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

FULL-TIME OUTSERVICE TRAINING (FTOST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	ENS	Health Care Sciences
2305	thru CDR	Health Care Clinical Care

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Health Care Sciences and Clinical Care Specialties (Masters Degree)	Varies	Up to 24 months	Accredited Colleges and Universities

There are a number of advanced and postgraduate requirements in various specialties of the MSC. These requirements are predicated on the needs of the service. A particular college or university program may be requested, but the determination of what constitutes an acceptable program will be made by the MSC DUINS Selection Board. This determination is influenced by program accreditation, the institution, course or curriculum available, location, degree, and requirements in specialties.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

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FULL-TIME OUTSERVICE TRAINING (FTOST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	ENS	Health Care Sciences
2305	thru CDR	Health Care Clinical Care

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Health Care Sciences and Clinical Care Specialties (Postdoctoral Training)	Varies	Up to 24 months	Accredited Colleges and Universities

There are, in some specialties, a need for intense concentration and specialization at the post-doctoral level due to some specific needs of the service. The college or university chosen often has a reputation for excellence in the particular area of concentration needed.

Active Duty Obligation: Three years for the first year or portion thereof; plus 6 months for each additional 6 months or portion thereof.

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FULL-TIME OUTSERVICE TRAINING (FTOST) DUINS PROGRAMS

CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) ENVIRONMENTAL PROTECTION
AGENCY, ENVIRONMENTAL RESPONSE TEAM (EPA-ERT) TRAINING PROGRAM

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LCDR	Industrial Hygiene
2305	thru CDR	Biochemistry/Toxicology

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
U. S. Environmental Protection Agency, Environmental Response Team	September	24 months	Edison, NJ

This 2-year program is designed to provide MSC officers with health science backgrounds and specialized knowledge in CBRE health protection issues in order to advance the Navy's preparedness to meet the requirements of force health protection, deployment medical surveillance, and homeland security initiatives. Throughout the program, MSC officers will be exposed to hazardous material incident response operations, emergency preparedness planning processes, the incident command system, risk assessment and communication for superfund sites, and various related experiences. Officers will also have the opportunity to interact with numerous State and Federal agencies, and sister services including the Occupational Safety and Health Administration (OSHA), Federal Emergency Management Agency (FEMA), Public Health Service, Centers for Disease Control (CDC), civil support teams, Coast Guard, Army, etc. Training includes both practical work experience and classroom in which the officer will be exposed to soil and water sampling methods for hazardous materials, air monitoring for hazardous materials, and analysis of hazardous sites and data. The student will receive hazardous waste operations (HAZWOPER) training and have the opportunity to attend chemical biological radiological nuclear explosive (CBRNE) courses, including intelligence courses offered by the Defense Intelligence Agency. The curriculum is flexible and may vary according to the utilization assignment of the officer. The nature of ERT is response, and the officer must remain flexible to take advantage of the full gamut of environmental response deployment opportunities. This fellowship requires extensive travel and responsibility. Follow-on tours provide opportunities ranging from joint service, Office of the Chief of Naval Operations (OPNAV), and headquarters staff positions to forward deployment preventive medicine unit assignments, primarily oriented toward homeland security operations. The specialty leaders from these communities will work with CBRNE program managers at the Navy Environmental Health Center to ensure that optimal training opportunities are provided and the right individuals are selected to meet the needs of the CBRNE Program.

Active Duty Obligation: Three years.

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FULL-TIME OUTSERVICE TRAINING (FTOST) DUINS PROGRAMS
FOOD AND DRUG ADMINISTRATION (FDA)
TRAINING PROGRAM

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LT	Environmental Health (1860)
2305	thru LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
U.S. Public Health Service, Food and Drug Administration	August	12 months	Rockville, MD

This 1-year program is designed to provide environmental health officers with specialized knowledge in food safety and protection issues in order to enhance the Navy and Marine Corps preparedness to identify and mitigate potential vulnerabilities within the entire food delivery, preparation, and service system. Since Navy Medicine realigned its food safety and sanitation policy to mirror FDA food code requirements, it is critical to remain abreast of current FDA policies, training, research, and technology developments. A 1-year training program with the FDA will facilitate this information exchange and will serve to enhance Navy Medicine's food safety and sanitation oversight responsibilities. During the training, the assigned officer will attain an in-depth knowledge of current food safety research and its application for continued FDA food code policy development and refinement. In addition, the officer will participate in the development and delivery of FDA food safety training courses to Federal and State regulatory officials. This non-traditional training combines practical work experience and classroom training to meet new and emerging requirements. The environmental health officer specialty leader will work with the Navy Environmental Health Center to ensure that an optimal training opportunity is provided and the right individual is selected to meet the needs of Navy Medicine. Post-training utilization will be at the Navy Environmental Health Center or Navy Environmental and Preventive Medicine Unit No. 2 where the assigned officer will be directly involved in the update of food safety guidelines, programs, and the Catalog of Navy Training Courses (CANTRAC) training courses for the entire Navy.

Active Duty Obligation: Two years.

FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>	
2300 2305	ENS thru LCDR	Health Care Administration	
<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
U.S. Army-Baylor University Program in Health Care Administration	June	24 months	Phase I, Academy of Health Sciences, Fort Sam Houston, TX Phase II, Administrative Residency at selected military and civilian sites

This curriculum is designed to provide MSC officers with a broad knowledge of theories, concepts, and practices in the administration and organization of health care delivery; and a thorough working knowledge of the managerial tenets and techniques fundamental to the effective administration of health care delivery. Through the affiliation with Baylor University, students who successfully complete this program will receive a Master of Health Care Administration degree. Prerequisites are possession of a bachelor's degree from an accredited institution; a 2.7 or higher GPA on a 4.0 system; minimum of 500 on the GMAT or 1,000 on the GRE (combined verbal and quantitative); and successful completion of courses in economics, statistics, accounting, or finance is strongly encouraged.

Active Duty Obligation: Four years.

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FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300 2305	LTJG thru LCDR	Health Care Administration

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Information Systems (Course #370)	April and October	24 months	Naval Postgraduate School, Monterey, CA

The computer systems curricula (course #370) provides the graduate with the knowledge of information systems technology to include computer and telecommunications systems, software engineering, networked and distributed applications, database management systems, and decision support systems in the military. Students will also gain proficiency in information systems, economics, and management necessary for the critical management decisions needed in the development and utilization of complex and evolving computer-based military systems. Pre-requisites are the possession of a baccalaureate degree with above-average grades in mathematics including differential and integral calculus. An APC of 325 is required. A Secret clearance is required.

Active Duty Obligation: Three years.

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FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>	
2300 2305	LTJG thru LCDR	Health Care Administration	
<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Education and Training Management Specialist (ETMS) (Course #867)	Varies	18 months	Accredited Universities with Chief of Naval Education and Training approved ETMS curricula

The education and training management curricula (course #867) as approved by the Naval Postgraduate School (NPS), Monterey, CA and under the program management of the Naval Education and Training Command was established to meet the Navy's need for highly skilled education and training managers. NPS funds this program at a variety of accredited universities vice the NPS campus. Officers who complete this master's program should have the academic credentials necessary to manage education and training programs and activities. The academic program includes course work in curriculum development and evaluation; organizational development and personnel management; resource and procurement systems; educational research and application of computer technology to the education and training mission. The individual civilian universities determine prerequisites. An APC is not required. GRE/GMAT score within the past 5 years is required. Possession of a bachelor's degree from an accredited college or university is required.

Active Duty Obligation: Three years.

FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300 2305	LTJG thru LCDR	Health Care Administration

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Administrative Science	January and July	18-21 months	Naval Postgraduate School, Monterey, CA

- Material and Logistics Support (Course #827) - 18 months
- Financial Management (Course #837) - 18 months
- Manpower Systems Analysis (Course #847) - 21 months - July only

The administrative science curricula for the above courses have been designed to provide graduate level education in the managerial skills essential to the professional development of military officers with diverse academic backgrounds. Education in administrative sciences at the NPS is an interdisciplinary program integrating mathematics, accounting, and financial management, economics, behavioral science, management theory, and operations and systems analysis with the student's area of emphasis, i.e., material logistics, financial, or manpower and personnel. Prerequisites are the possession of a bachelor's degree with above average grades and completion of college mathematics at or above the level of college algebra or trigonometry as a minimum. Completion of courses in differential and integral calculus is highly desirable. An APC of 345 is required. A Secret clearance is required.

Active Duty Obligation: Three years.

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FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300 2305	LTJG thru LCDR	Health Care Administration

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Operations Analysis (Course #360)	April and September	21 months	Naval Postgraduate School, Monterey, CA

The operations analysis curricula is designed for students with acceptable academic backgrounds to enter a program leading to a Master's in Applied Science with a Major in Operations Research. This program provides depth and diversity through specially arranged course sequences to meet the needs of the Navy and the interests of the individual. This program is a highly quantitative and analytical one, with course work in operations analysis, probability and statistics, programming, systems analysis, and many offerings in other academic areas. Students must have above average grades and completion of college mathematics at or above the level of college algebra or trigonometry; also differential and integral calculus is required, as are statistics and economics. An APC of 324 is required. A Secret clearance is required.

Active Duty Obligation: Three years.

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FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS
CBRE TRAINING PROGRAM

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LT	Environmental Health,
2305	thru LCDR	Industrial Hygiene, Biochemistry/Toxicology, Microbiology, Radiation Health

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
U. S. Army Soldier and Biological, Chemical Command	August	12 months	Aberdeen Proving Ground, MD

This 1-year program is designed to provide MSC officers with specialized knowledge in CBRE health protection issues in order to advance the Navy's preparedness to meet the requirements of deployment medical surveillance and homeland defense initiatives. There are several different types of opportunities offered under this training program, each with different experience and education prerequisites and different follow-on tour expectations. The program in general is open to the five specialties listed above and includes two training quotas each year. Each of these specialties can offer specialized training opportunities within this program, which may not be appropriate for all of the five specialties. This non-traditional training combines practical work experience and classroom training to meet new and emerging requirements. They are usually offered in a joint service or multi-agency environment and provide experience in responding to CBRE incidents as well as involvement in research opportunities. The specialty leaders from these communities will work with CBRE program managers at the Navy Environmental Health Center to ensure that optimal training opportunities are provided and the right individuals are selected to meet the needs of the CBRE Program.

Active Duty Obligation: Two years.

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FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300 2305	LTJG thru LCDR	Physician Assistant

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Orthopedic	January	12 months	NMC Ports Fellowship

The orthopedic fellowship is designed to provide the student with varied exposure to orthopedic concepts within the Military Health Care System. The fellowship experience includes grand rounds, staff and student conferences, 10-week blocks of material followed by test, monthly quality assurance rounds, clinical experiences in both ambulatory and inpatient settings, and one on one observation by staff orthopedists. Weekly lecture series are held throughout the course and extensive reading is required. A final comprehensive exam is required at the conclusion of the year study period.

Successful completion of the fellowship will allow the graduate orthopedic physician assistant to act semi-autonomously under the supervision of an orthopedic surgeon to care for a wide range of orthopedic patients in the clinical setting.

Active Duty Obligation: Three years.

FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS
CALIBRATION PERFORMANCE MONITORING
EQUIPMENT (CPME) TRAINING PROGRAM

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LT	Podiatry
2305	thru LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
CPME Certified Surgical Residency Program	July 1 st or program start date	12 months/ 24 months	Civilian program location

This residency, under the direction of the residency program director of the podiatry department at the facility, is a postgraduate learning experience in the diagnosis and surgical treatment of foot pathology. The objective of the training is to develop competent podiatric surgeons capable of providing a broad scope of service in both the clinical and surgical management of the podiatric patient; including the pre-, peri- and post-operative management of surgical candidates.

Active Duty Obligation: Podiatry surgical residency (PSR) (12 months) for 2 years and PSR (24 months) for 4 years.

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FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS
AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS (ASHP)
TRAINING PROGRAM

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>
2300	LTJG	Pharmacy
2305	thru LCDR	

<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
ASHP Certified Residency in Hospital Pharmacy	September	12 months	NNMC Bethesda, MD and NMC San Diego, CA

This residency, under the preceptorship of the head, pharmacy department at each facility, is a postgraduate learning experience in institutional pharmacy practice. The objective of the training is to develop competent practitioners, capable of providing a broad scope of service in the clinical, informational, drug distribution, product formulation, quality control, and administrative aspects of pharmacy.

Active Duty Obligation: Two years.

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FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>	
2300 2305	LTJG thru LT	Medical Technology	
<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Blood Bank Certification/ Medical Technology Masters	August	12 and 24 months	Walter Reed Army Medical Center, Washington, DC and George Washington University

This course is designed for MSC officers in the medical technology specialty to prepare them in the laboratory sciences field as blood bank directors. Classroom and laboratory instruction includes all phases of military blood banking, blood grouping (immunohematology), and blood transfusion. Applicants must possess a bachelor's degree and be registered as a medical technologist by the American Society of Clinical Pathologists. As this program culminates in a master's degree from George Washington University, the GRE must also be completed before acceptance.

Active Duty Obligation: Three to four years.

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FULL-TIME INSERVICE TRAINING (FTIST) DUINS PROGRAMS

Eligibility

<u>Code Designator</u>	<u>Grade</u>	<u>Specialty</u>	
2300 2305	LTJG thru LCDR	Health Care Administration	
<u>Curriculum</u>	<u>Convene</u>	<u>Length</u>	<u>Location</u>
Managed Care	August	12 months	TRICARE Medical Activity, BUMED, Healthcare Support Office, Naval Hospitals

The managed care internship is designed to provide the trainee with varied exposure to managed care concepts within the Military Health Care System. Prime consideration is the development of managed care expertise at the medical treatment facility (MTF) and Headquarters levels. The intent is to provide the Navy MSC an individual who is better prepared to assume leadership, management, supervisory, and mentoring roles in a managed care environment.

Training received and tasks accomplished during the internship will enable the individual to:

- a. Effectively integrate the efforts of an organization and its members toward attainment of Navy, Navy Medicine, and MTF level managed care goals.
- b. Gain administrative competencies pertaining to the administration of all facets of managed care to include planning, organizing, directing, controlling, and staffing requirements.
- c. Facilitate individual, departmental, and organizational decision making centering on an interdisciplinary approach to health care delivery in an environment of rapid change and stringent fiscal constraints.

Active Duty Obligation: Two years.

1 Nov 2004

SAMPLE APPLICATION FOR DUINS

From:

To: Commander, Naval Medical Education and Training Command, (Code 0GMSC),
8901 Wisconsin Ave., Bethesda, MD 20289-5611

Via: (1) Applicant's Commanding Officer

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION (DUINS)

Ref: (a) BUMEDINST 1520.40B

Encl: (1) Motivation Statement

(2) Letter of acceptance, conditional acceptance, or letter acknowledging minimum admission requirements have been met

(3) Certified copy of GMAT/GRE scores or APC verification

(4) Certified copy of transcripts

(5) Program Description

(6) Letters of Recommendation(s)

(7) Personal Resumé

(8) Other supportive documents (certificates, awards, etc.)

1. Per reference (a), I request assignment to full-time DUINS in (name of program) leading to (type of degree or certification) at (list educational institution). This program will begin on (date) and end on (date). Enclosures (1) through (8) are provided in support of this request.

2. I am presently a member of the (health care administration, clinical care specialty, or health care science) section of the Navy MSC. My current billet title is (e.g., fiscal officer, pharmacist, etc.). My duty telephone number is (DSN) _____ or commercial _____; e-mail _____ and fax _____.

3. I have completed _____ years of active military service of which _____ years are active commissioned naval service. I reported to my present duty assignment on _____ and my projected rotation date (PRD) is _____.

4. My educational background is: (list degrees and certifications attained.)

5. The educational emphasis of the requested program is: (describe in sufficient detail the program content and for Ph.D. candidate, your area of concentration.)

6. The requested program will be conducted at (list the name and address of the training institution).

7. (If applicable) the estimated costs for the requested program, by term, are as follows:

Enclosure (3)

1 Nov 2004

Basis for Tuition (Resident or Nonresident)

<u>Term/Semester</u>	<u>Inclusive Dates</u>	<u>Tuition</u>	<u>Itemized Fees (Specify)</u>
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Fall _____

Winter _____

Spring _____

Summer _____

8. This paragraph is for the optional use of the applicant to advise the DUINS Selection Board of any information that might not otherwise be available or evident and to clarify any aspects of the application or the applicant's qualifications, as necessary. Information contained in this paragraph should be the subject of specific comment in the commanding officer's endorsement, as appropriate.

9. To the best of my knowledge and belief, approval of this request will enable me to complete the requirements for the (state the degree) within the allotted time as specified in reference (a).

10. I agree not to tender my resignation or request retirement while attending the training requested. I further agree to serve on active duty after completion of instruction for a period of (active duty obligation from reference (a)).

I also understand I will incur the same service obligation for my periods of residency training, where such residency is required for completion of a particular degree. I further understand the acceptance of my resignation, if submitted after completion of instruction and obligated service incident thereto, will be subject to the pleasure of the President of the United States following the terms of my commission.

(Signature)

PRIVACY ACT STATEMENT

I understand the Privacy Act of 1974 (P.L. 93-579) as it applies to personal data records maintained on U.S. citizens. My signature acknowledges I am familiar with the statement contained herein and authorizes use of information provided for the purposes listed.

The authority to request this information is contained in 5 U.S.C. 301, Departmental Regulations. The principle purpose of the information is to enable you to make known your desire for the Naval School of Health Sciences, Bethesda, MD to initiate and maintain a training file on your behalf.

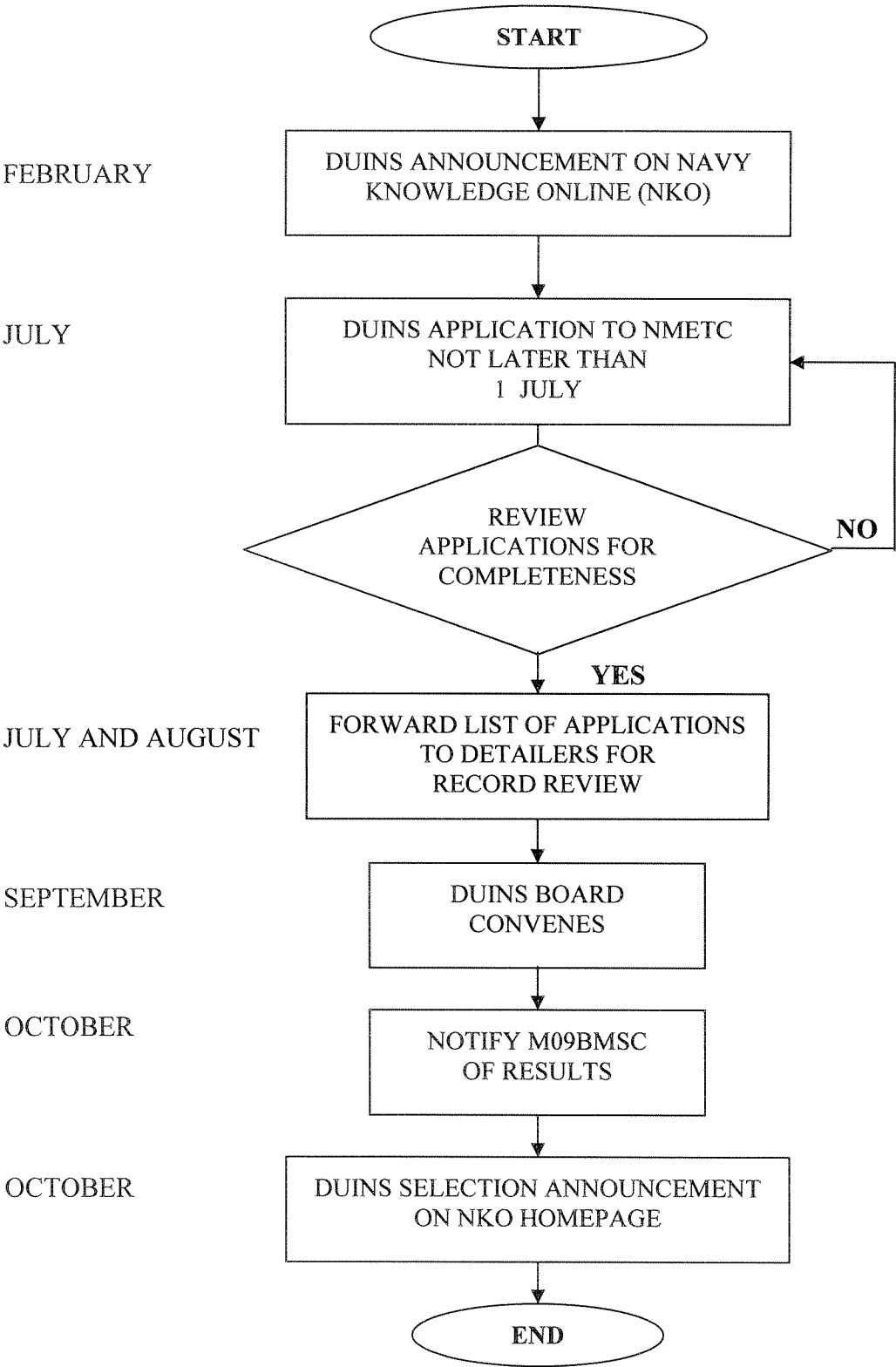
1 Nov 2004

The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility and for approving or disapproving the education authorization being requested. Completion of this application is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

(Full Signature)

Copy to: Specialty Leader

DUINS PROCESS FLOW DIAGRAM



1 Nov 2004

SAMPLE APPLICATION FOR DIRECTOR'S TRAINING

From:

To: Commander, Naval Medical Education and Training Command, (Code 0GMSC),
8901 Wisconsin Ave., Bethesda, MD 20889-5611

Via: (1) Commanding Officer

Subj: REQUEST FOR DIRECTOR'S TRAINING

Ref: (a) BUMEDINST 1520.40B
(b) Director's Training Announcement

Encl: (1) Personal Resumé
(2) Motivation Statement
(3) Letters of reference and recommendation
(4) Other supportive documents (certificates, awards, etc.)

1. Per references (a) and (b), I request assignment to full-time inservice training (FTIST)/ Director's Training in (name of training) at (location of training). The training will begin on (date) and end on (date). Enclosures (1) through (4) are provided in support of this request.

2. I am presently a member of the (health care administration, health care science, or clinical care specialty) section of the Navy MSC. My current billet title is (e.g., fiscal officer, pharmacist, etc.). My duty telephone number is DSN _____ or commercial _____; e-mail _____ and fax _____.

3. I have completed _____ years of active military service of which _____ years are active commissioned naval service. I reported to my present duty assignment on _____ and my projected rotation date (PRD) is _____.

4. This paragraph is for the optional use of the applicant to advise the selection board of any information that might not otherwise be available or evident and to clarify any aspects of the application or the applicant's qualifications, as necessary. Information contained in this paragraph should be the subject of specific comment in the commanding officer's endorsement, as appropriate.

5. I agree not to tender my resignation or request retirement while undergoing the training requested. I further agree to serve on active duty after completion of my training for a period of (active duty obligation from reference (a)). I also understand the acceptance of my resignation, if submitted after completion of my training and obligated service incident thereto, will be subject to the pleasure of the President of the United States following the terms of my commission.

(Signature)

Enclosure (5)